

PHA 5-Year and Annual Plan		U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011																										
1.0	PHA Information PHA Name: <u>Clovis Housing & Redevelopment Agency</u> PHA Code: <u>NM002</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2012</u>																												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>131</u> Number of HCV units: <u>608</u>																												
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																												
4.0	PHA Consortia <u>N/A</u> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																												
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. <i>NO REVISION</i>																												
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <i>NO REVISION</i>																												
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <i>NO REVISION</i>																												
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <p style="padding-left: 40px;">The following PHA Plan elements marked '<u>R</u>' have been revised since the last Annual Plan submission by the Clovis Housing & Redevelopment Agency. <u>N/R</u> denotes NO REVISION and <u>N/A</u> denotes NOT APPLICABLE</p> <table style="margin-left: 80px;"> <tr> <td style="text-align: center;"><u>R</u></td> <td>903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures</td> </tr> <tr> <td style="text-align: center;"><u>R</u></td> <td>903.7(2) Financial Resources</td> </tr> <tr> <td style="text-align: center;"><u>N/R</u></td> <td>903.7(3) Rent Determination</td> </tr> <tr> <td style="text-align: center;"><u>R</u></td> <td>903.7(4) Operation and Management</td> </tr> <tr> <td style="text-align: center;"><u>N/R</u></td> <td>903.7(5) Grievance Procedures</td> </tr> <tr> <td style="text-align: center;"><u>N/R</u></td> <td>903.7(6) Designated Housing for Elderly and Disabled Families</td> </tr> <tr> <td style="text-align: center;"><u>R</u></td> <td>903.7(7) Community Service and Self-Sufficiency</td> </tr> <tr> <td style="text-align: center;"><u>N/R</u></td> <td>903.7(8) Safety and Crime Prevention</td> </tr> <tr> <td style="text-align: center;"><u>N/R</u></td> <td>903.7(9) Pets</td> </tr> <tr> <td style="text-align: center;"><u>N/R</u></td> <td>903.7(10) Civil Rights Certification</td> </tr> <tr> <td style="text-align: center;"><u>R</u></td> <td>903.7(11) Fiscal Year Audit</td> </tr> <tr> <td style="text-align: center;"><u>N/A</u></td> <td>903.7(12) Asset Management</td> </tr> <tr> <td style="text-align: center;"><u>N/R</u></td> <td>903.7(13) Violence Against Women Act (VAWA)</td> </tr> </table>			<u>R</u>	903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures	<u>R</u>	903.7(2) Financial Resources	<u>N/R</u>	903.7(3) Rent Determination	<u>R</u>	903.7(4) Operation and Management	<u>N/R</u>	903.7(5) Grievance Procedures	<u>N/R</u>	903.7(6) Designated Housing for Elderly and Disabled Families	<u>R</u>	903.7(7) Community Service and Self-Sufficiency	<u>N/R</u>	903.7(8) Safety and Crime Prevention	<u>N/R</u>	903.7(9) Pets	<u>N/R</u>	903.7(10) Civil Rights Certification	<u>R</u>	903.7(11) Fiscal Year Audit	<u>N/A</u>	903.7(12) Asset Management	<u>N/R</u>	903.7(13) Violence Against Women Act (VAWA)
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6.0 (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2012 Annual Plan:

- Administrative Office – 2101 West Grand Avenue, Clovis, NM 88102

6.0 PHA Plan Elements

903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures **REVISION**

A. Public Housing

Public Housing policies that govern resident or tenant eligibility, selection and admission (including preferences), unit assignment, procedures to maintaining waiting list for admission to public housing and site-based waiting lists (if applicable).

(1) Eligibility

The Clovis Housing & Redevelopment Agency verifies eligibility for admission to public housing at the time housing assistance is offered.

The PHA uses the following non-income screening factors to establish eligibility for admission to public housing:

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Credit reports are run on every desirable applicant for public housing.
- The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- State law enforcement agencies

(2) Selection and Assignment

Selection for admission to public housing shall be made from the PHA's current waiting list in accordance with date and time of application.

(3) Preferences

The PHA does not plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of the median area income.

It is the policy of the PHA that transfers will take precedence over new admissions in the following circumstances:

- Emergencies
- Medical justification
- Section 504
- Witness to Hate Crimes
- Victims of Hate Crimes
- Domestic Violence

The PHA has not established any preferences for admission to public housing.

(4) Unit Assignment

Applicants are ordinarily given two (2) vacant unit choices before they fall to the bottom of, or are removed from the waiting list. This policy is consistent across all waiting list types.

(5) Maintaining Waiting List

The Clovis Housing & Redevelopment Agency maintains a community-wide waiting list. Interested persons may apply for admission to public housing at the main administrative office located at 2101 West Grand Avenue, Clovis, New Mexico.

The Clovis Housing & Redevelopment Agency does not plan to operate any site-based waiting lists.

(6) Occupancy

Applicants and residents may use the following reference materials to obtain information about the rules of occupancy of public housing.

- The PHA-resident lease
- The PHA's Admissions and Continued Occupancy Policy
- PHA briefing seminars or written materials

Residents must notify the PHA of changes in family composition:

- At an annual reexamination and lease renewal
- At any time family composition changes
- At family request for revision

(7) Deconcentration and Income Mixing **REVISION**

The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:

The PHA does have general occupancy public housing developments covered by the deconcentration rule.

The following covered development has average incomes that fall above the Established Income Range.

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
NM002-001	78	C. The Covered Development's or Development's size, location, and/or configuration promote income deconcentration, such as scattered site or small developments	
NM002-002	54	C. The Covered Development's or Development's size, location, and/or configuration promote income deconcentration, such as scattered site or small developments	

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation
- More general screening than criminal and drug-related activity (list factors below) Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history

or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.

The Housing Authority does not request criminal records from any enforcement agencies for screening purposes.

The PHA shares the following information with prospective landlords:

- Criminal or drug-related activity
- Prior tenant history

(2) Waiting List Organization

The Clovis Housing & Redevelopment Agency's waiting list for the section 8 tenant-based assistance is merged with the following program waiting list:

- Federal public housing

Participants may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office

(3) Search Time

The PHA does give extensions on standard 60-day period to search for a unit in the following circumstances:

- Upon written request by the participant and approval by the CHRA

(4) Preferences

The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 Program to families at or below 30% of the median area income.

The PHA has not established any preferences for admission to Section 8.

(5) Special Purpose Section 8 Assistance Programs **N/A – CHRA currently does not administer any Special Purpose Section 8 Assistance**

6.0 903.7(2) Financial Resources **REVISION**

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2012 grants)		
a) Public Housing Operating Fund	459,544.00	
b) Public Housing Capital Fund	180,879.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,266,378.00	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant	45,020.00	
h) HOME		
Other Federal Grants (list below)		
Section 8 FSS	41,212.00	Section 8 supportive services
Section 8 Homeownership	1,000.00	Section 8 supportive services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2011 Capital Fund Program	145,413.00	Public housing capital improvements
3. Public Housing Dwelling Rental Income	334,710.00	Public housing operations
4. Other income (list below)		
Interest on Investments	1,604.00	Public housing operations
Late fees, maintenance charges, etc.		Public housing operations
	37,000.00	
5. Non-federal sources (list below)		
Total resources	\$3,512,760.00	

6.0 903.7 (3) Rent Determination Policies **NO REVISION**

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies

The PHA will employ discretionary rent-setting policies for income based rent in public housing.

b. Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

1. The minimum rent requirement may be waived due to certain financial hardships. The request for minimum rent hardship must be made in writing to the PHA prior to the rent becoming delinquent. The PHA will verify whether the hardship claimed is temporary or long term. Payment of the minimum is suspended immediately for ninety (90) days when a hardship is requested on one of the following conditions:

- a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- b. The family income has decreased due to changed circumstances such as loss of employment, separation, divorce, and abandonment;
- c. The family would be evicted as a result of imposing the minimum rent requirement;
- d. There has been a death in the family; or
- e. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP) or Flat Rent in the public housing program.

2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:
 - a. Rent may be suspended, during the ninety (90) day period

beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension.

- b. The PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
 - c. The family may not be evicted for non-payment of rent during the ninety (90)-day suspension period..
 - d. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
3. If the circumstances supporting the request for a minimum rent hardship exemption are long term, tenant's rent will be based on the statutory income-based rent calculation formula during the minimum rent exemption period.
 4. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

c. Rents set at less than 30% than adjusted income

The PHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income.

d. Discretionary deductions and/or exclusion policies

The PHA plans to employ the following discretionary (optional) deductions and/or exclusions policies:

- For the earned income of a previously unemployed household member
- For increases in earned income

e. Ceiling Rents

The PHA does not have ceiling rents.

f. Rent Re-determinations

Between annual income reexaminations, the tenant is required to report changes in income or family composition to the PHA such that the changes result in an adjustment to rent as follows:

- At family option – For decreases in income
- Any time the family experiences an income increase

- Hardship cases only
- Always for changes in family composition

g. Individual Savings accounts (ISAs)

The PHA does not plan to implement individual savings accounts for residents as an alternative to the required 12 month disallowance of earned income and phasing in of the rent increase in the next year.

(2) Flat Rents

The PHA used the following sources of information in setting the market-based flat rents to establish comparability.

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood

B. Section 8 Tenant-based Assistance

(1) Payment Standards

The PHA's payment standard is:

- 100% of FMR

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Success rates of assisted families
- Rent burdens of assisted families
- Local market factors and family's income

(2) Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies:

1. The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:
 - a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;

6.0	<ul style="list-style-type: none"> b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment; c. One or more family members have lost employment; d. The family would be evicted as a result of imposing the minimum rent requirement; e. There has been a death in the family; or f. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc. <p>Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).</p> <ul style="list-style-type: none"> 2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature: <ul style="list-style-type: none"> a. If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted. b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement. c. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period. d. Note that the PHA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent. 3. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.
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6.0 903.7(4) Operation and Management **REVISION**

(1) PHA Management Structure

- a. A brief description of the management structure and organization of the PHA

The Executive Director directs the day-to day management and operation of the Housing Authority with the assistance of the following lead staff and their line staff.

Director of Housing Operations
Director of Modernization & Procurement
HR/Administrative Assistant
Accounting/Administrative Assistant
Receptionist/Intake Clerk
S8 FSS Coordinator
S8 FSS Resident Initiatives & Support Service

Public Housing Program Manager – assists the Executive Director with the day-to-day management and operation of the public housing programs and supervises the following staff:

- Senior Occupancy Specialist
- Occupancy Specialist
- Eligibility & Occupancy Interviewer

Section 8 Program Manager – assists the Executive Director with the day-to-day management and operation of the Section 8 Programs and supervises the following staff:

- Senior Occupancy Specialist
- Occupancy Specialist
- Eligibility & Occupancy Interviewer
- HQS Inspector

Maintenance Coordinator – assists the Executive Director in the day-to-day operation of facilities management and maintenance of the public housing stock and supervises the following staff:

- Maintenance Mechanic Aide A
- Maintenance Mechanic B
- Maintenance Laborer
- Gardner (Seasonal)

b. HUD Programs Under PHA Management *REVISION*

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	131	0
Section 8 Vouchers	475	50
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency's rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

Public Housing Management:

- Admissions and Continued Occupancy Policy (ACOP)
- Grievance Procedures
- Termination and Eviction Policy
- Transfer and Transfer Waiting List Policy
- Housekeeping Standards Policy
- Records Retention Policy
- Resident Initiatives Policy
- File Access Policy
- Security Policy
- Community Service Policy
- Deconcentration and Income Targeting Policy
- Pet Policy
- Fraud Policy
- Section 3 Compliance and Documentation Policy/Plan

Section 8 Management:

- Section 8 Administrative Plan

6.0 903.7(5) Grievance Procedures **NO REVISION**

A. Public Housing

The PHA has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

Residents or applicants who desire to initiate the PHA grievance Process should contact the following:

- PHA main administrative office

B. Section 8 Tenant-Based Assistance

The PHA has not established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

903.7(6) Designated Housing for Elderly and Disabled Families **NO REVISION**

The PHA has not designated or applied for approval to designate or does not plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will not apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year.

903.7(7) Community Service and Self-Sufficiency **REVISION**

A. PHA Coordination with the Welfare (TANF) Agency.

1. The PHA has entered into a cooperative agreement with the TANF Agency, to share information and /or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937.)

The Agreement was signed on 03/11/2005

2. Other coordination efforts between the PHA and TANF agency include:
 - Client referrals
 - Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

B. Services and programs offered to residents and participants by the Clovis Housing & Redevelopment Agency are as follows:

(1) General

a. Self-Sufficiency Policies

The PHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for Section 8 homeownership option participation

b. Economic and Social self-sufficiency programs

The PHA does not coordinate, promote or provide any policies or programs for the enhancement of the economic and social self-sufficiency of assisted families.

(2) Family Self Sufficiency programs *REVISION*

Participation Description:

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 12/31/11)
Public Housing	23	26
Section 8	34	29

C. Welfare Benefit Reductions

The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

D. Community Service Requirement

Pursuant to section 12(c) of the U. S. Housing Act of 1937, the PHA will comply with requirements of community service by identifying the number of tenants required to perform community service, the number of tenants granted exemptions, the number of tenants in non-compliance, and the number of tenants terminated/evicted due to non-compliance.

Description of the Community Service Policy

The Clovis Housing and Redevelopment Agency Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Clovis Housing and Redevelopment Agency believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

Administrative Steps Taken To Implement The Requirement

The following administrative steps were taken in implementing the PHA Community Service Policy. A written notification was sent to all residents regarding requirements on exempt status of each adult family member.

6.0

Informed all residents that the program would be administered by the PHA, however; they are required to have their hours documented and signed by the agencies where they volunteered. Finally that the volunteer sheet required for filing would be provided by the PHA. The PHA maintains a tracking log.

Programmatic Aspects Of The Requirements

Activities that the residents can participate in and receive community service credit are any activities that non-profits will allow. The following agencies assist the residents in accomplishing their community service, Light House Mission, Beacon of Light, Food Bank, ISD and Senior Citizen Resident Center. For non-compliance with the Community Service Policy the PHA informed residents again of the requirements, then inform them of the consequences for non-compliance, i.e., grounds for eviction.

Community Service Implementation Report: **REVISION**

- Number of tenants required to perform community service: 133
- Number of tenants performing community service: 116
- Number of tenants granted exemptions: 30
- Number of tenants in non-compliance: 12
- Number of tenants terminated/evicted due to non-compliance: 2

903.7(8) Safety and Crime Prevention NO REVISION

The PHA's plan for safety and crime preventions to ensure the safety of the public housing residents is addressed below.

A. Need for measures to ensure the safety of public housing residents:

1. Description of the need for measures to ensure the safety of public housing residents.
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
2. Information or data used by the PHA to determine the need for PHA actions to improve safety of residents: **N/A**
3. Developments that are most affected:
 - Development 2-1

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year.

1. List of crime prevention activities:
 - Neighborhood Watch Program

2. Developments that are most affected:

- Development 2-1
- Development 2-2

C. Coordination between PHA and the police.

1. Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

- Police provide crime data to housing authority staff for analysis and action
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

2. Developments that are most affected:

- Development 2-1
- Development 2-2

903.7(9) Pets **NO REVISION****OVERVIEW**

This policy details the requirements for a tenant to keep a pet in a Clovis Housing and Redevelopment Agency (CHRA) apartment. A tenant will not keep a pet in their apartment without prior written permission from CHRA.

This policy does not apply to animals that are used to assist persons with disabilities provided that the animal has been trained to assist persons with that specific disability and the animal actually assists the person with that specific disability (See Rule 22 below). The pet policy does not exempt such a tenant from the requirements of the lease that prohibit any conduct which disturbs other tenants or threatens the physical or social environment.

REQUIREMENTS

The CHRA will utilize the following procedures in implementing the pet policy.

Obtaining CHRA Permission: If an eligible tenant or prospective tenant wishes to obtain permission to keep a pet, CHRA staff will meet with the prospective pet owner and explain the Agency policy and review the pet rules. If CHRA finds a tenant or prospective tenant eligible to keep a pet, the tenant or prospective tenant must submit to the Agency a completed Pet Permit and Agreement Form, and pay the required security deposit.

CHRA reserves the right to deny permission for house pets which are or may be, in the sole judgment of the agency, vicious or dangerous, or which are large in stature exceeding 30 pounds in weight.

Failure to Obtain Written Permission: If a tenant has not obtained written permission to keep a pet but does so anyway, the CHRA will seek to evict the tenant. If CHRA finds any unauthorized pet outside a tenant's apartment, as in their backyard or area in their exclusive control or a common area, CHRA will have the pet removed.

Complaints Against Pet Owners: In the event of complaints against approved pet owners, the CHRA shall work with the pet owner to resolve the complaints informally. If the complaints are not resolved and/or there has been a violation of the pet rules, CHRA shall impose fines in accordance with Rule 21 below.

If there are three violations, CHRA may at its sole discretion notify the tenant to remove the pet within ten (10) days (immediately if the animal is deemed "vicious"), terminate the pet owner's tenancy or both. Any unresolved complaints may be the subject of a grievance by the tenant under established grievance procedures, except that, animals deemed "vicious" by CHRA must be removed from CHRA property pending grievance.

Amending Pet Rules: The pet policy and rules may be changed at any time by CHRA provided that tenants are given an opportunity to comment and with 30 days advance notice.

RULES

- 1) Any tenant or prospective tenant who wishes to keep a pet shall request permission in writing and meet with CHRA staff and submit a photo of the pet and other required documentation.
- 2) If approved by the Agency, a Pet Permit and Agreement (Amendment of Dwelling Lease) shall be signed immediately by the tenant, with original to the tenant file and a copy in a general pet file. This Dwelling Lease Amendment contains the rights and responsibilities of the tenant and management with respect to pet ownership.
- 3) Only common household pets are permitted. Common "household" pets shall be limited to domesticated dogs, cats, fish, birds and turtles that are traditionally kept in the home rather than for commercial or other purposes.
- 4) The tenant is required to provide a picture of the pet(s).
- 5) The number and size of the pet(s) is limited to one type of pet as follows:
 - a) Dogs and cats – limit of one dog or cat per household – Dogs cannot exceed 30 pounds; or
 - b) Birds – limit of two per household, no larger than a parakeet – Birds must be kept in a cage at all times; or
 - c) Fish – limit of one tank per household with a maximum capacity of 20 gallons, and no more than 20 small non-poisonous fish; or
 - d) Turtles – no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.
 - e) Any other pet approved by CHRA that does not threaten the health, safety and welfare of others.
- 6) All dog and cat owners must present proof that their pet is registered with the City of Clovis and identification tags must be worn at all times.

<p>6.0</p>	<ol style="list-style-type: none"> 7) The tenant must be able to maintain control over their pets. 8) Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time. 9) No chaining of unattended dogs permitted at any time. 10) Dogs must be walked while on a leash and all droppings must be removed and disposed of by the person walking the animal. Failure to do so will result in a \$50.00 charge. Units, yards and CHRA property must be kept free of odors, insect infestation and pet feces, urine, waste and litter. 11) Cat litter boxes are required, must be maintained in a sanitary manner, and kept free of odors and insect infestation. 12) Dogs and cats must be inoculated, and neutered or spayed. Proof of licensing and inoculations and the name of the veterinarian must be provided to CHRA. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations. 13) Any animal that is used to threaten either people or other animals or does threaten to attack or attacks will be deemed “vicious” and barred from the development. If the tenant does not immediately remove the animal, the tenant will be in material violation of his/her lease, and may be evicted. 14) CHRA, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance. 15) Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing property including doors, walls, windows, screens, floor coverings, other units, common areas, buildings, landscaping or shrubs. 16) No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas. 17) Pet owners shall be liable for damage caused by their pets. CHRA shall require of the tenant payment of a pet deposit as follows: <ul style="list-style-type: none"> • \$100/each dog or cat • \$100/fish tank or other tank with turtles • \$25 for small birds such as parakeets, finches, etc. <p>In instances where CHRA approves a pet not listed above, the pet deposit required will generally be \$100 per pet.</p> <p>If the tenant’s pet deposit does not cover any damages, management and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. Existing CHRA residents can pay their pet deposit in three installments. The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by the CHRA. The pet deposit will be returned to the pet owner within 30 days of the day the pet is removed or within 30 days of the day the tenant vacates the unit, whichever comes first, less deductions detailed in writing and reasonably related to the regulation of pets.</p> 18) Tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their
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unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide CHRA with the name and phone number of relative or friend who has agreed to assume responsibility for the pet in the event of sudden illness or death of the tenant. The CHRA reserves the right to consider the presence of an unattended pet an emergency, and will enter the unit to remove the pet.

- 19) CHRA staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal.
- 20) Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or CHRA staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant's lease, and CHRA may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner's tenancy or both.
- 21) The CHRA may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the CHRA will send the owner a written warning and no fine will be assessed. The second time that an owner violates the same rule, or any other, the CHRA will fine the tenant \$50.00. The CHRA may assess additional \$50.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.
- 22) Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide CHRA with:
 - a) A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and\
 - b) Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that disability.
- 23) These Pet Rules are posted in the Clovis management office and are incorporated by reference into the Lease.

903.7(10) Civil Rights Certification **NO REVISION**

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its public housing and Section 8 assistance programs.

6.0	<p>The PHA <u>will not</u>, on the grounds of race, color, creed, sex, religion, age, disability, national origin or familial status:</p> <ul style="list-style-type: none"> ▪ Deny a person or family admission to housing or assistance; ▪ Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required; ▪ Subject a person to segregation or disparate treatment; ▪ Restrict a person's access to any benefit enjoyed by others in connection with housing programs; ▪ Treat a person differently in determining eligibility or other requirements for admission or assistance; ▪ Deny any person access to the same level of services provided to others; ▪ Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs. <p>The PHA will not intimidate, threaten or take any retaliatory action against any applicant, resident, or participant because of a person's participation in civil rights activities or assertions of civil rights.</p> <p>HUD Fair Housing Posters are posted at the PHA main administrative office.</p> <p>The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for admission or assistance to the public housing programs.</p> <p>The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.</p> <p>The PHA prominently displays a fair housing poster at each office where applications are taken and at each management office.</p> <p>The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.</p> <p>The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.</p> <p>The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.</p> <p>The PHA will undertake the following efforts to affirmatively market fair housing to ensure that all low-income families understand the availability of housing assistance and feel welcome to participate in our program:</p> <ul style="list-style-type: none"> ▪ Place ads in newspaper ▪ Distribute flyers throughout the community
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6.0 903.7(11) Fiscal Year Audit **REVISION**

The PHA is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)).

The most recent fiscal audit has not been submitted to HUD

There were no findings as the result of that audit.

903.7(12) Asset Management **NOT APPLICABLE**

903.7(13) Violence Against Women Act (VAWA) **NO REVISION**

The Clovis Housing and Redevelopment Agency has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking.

The CHRA goal to provide an improved living environment is being met by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing. Goals and objectives include to identify and provide outreach services; provide housing assistance; and to provide expedient assistance to victims and families.

Towards its effort to meet the CHRA goal to promote self-sufficiency and asset development of assisted households the CHRA is partnering with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again. Among these are the Hartley House Shelter for Domestic Violence and the Beacon of Light Advocacy Mission.

In addition, the CHRA has amended its policies and procedures to include language and applicable provisions of the VAWA. It is the CHRA's intent to maintain compliance with all applicable requirements imposed by VAWA.

The CHRA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;
- Create and maintain collaborative partnerships between CHRA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by CHRA;
- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by CHRA; maintain compliance with all applicable requirements imposed by VAWA.
- Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by CHRA.

6.0	CHRA shall train its staff on the required confidentiality issues imposed by VAWA. Finally, the CHRA is providing for the transfer of affected family to a different development.
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable. NO REVISION</i></p> <p>a. HOPE VI or Mixed Finance Modernization or Development</p> <p>The PHA has not received a HOPE VI revitalization grant.</p> <p>The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.</p> <p>The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.</p> <p>The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.</p> <p>b. Demolition and/or Disposition</p> <p>The PHA does not plan to conduct any demolition or disposition activities in the plan Fiscal Year.</p> <p>c. Conversion of Public Housing</p> <p>Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act The PHA does not have any developments or portions of developments identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.</p> <p>d. Homeownership</p> <p>1. <u>Public Housing</u></p> <p>The PHA does not administer any homeownership programs for public housing.</p> <p>2. <u>Section 8 Tenant Based Assistance</u></p> <p>The PHA does administer a homeownership program for Section 8.</p> <p><u>Program Description:</u></p> <p>The PHA will limit the number of families participating in the Section 8 homeownership option to a maximum of 25 participants this fiscal year.</p>

The PHA has established eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria as follows:

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family.

The CHRA must approve a live-in aide, if needed as a reasonable accommodation, so that the program is readily accessible to and usable by persons with disabilities.

The CHRA will offer the homeownership option only to participating families who:

- Have completed an initial 1 year Lease Term with CHRA in the past 12 months and does not owe CHRA or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.
- The CHRA will limit issue of homeownership vouchers to a maximum total of twenty-five (25) families assisted at any given time.

Eligibility Requirements

The family must meet all of the requirements listed below before the commencement of homeownership assistance:

- The family must be eligible for the Housing Choice Voucher Program.
- The family must qualify as a first-time homeowner, or may be a co-operative member.
- The family must meet the Federal minimum income requirement: Unless the family is disabled, the family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement. For elderly or disabled families, welfare assistance shall be included only as if pertains to those adult elderly or disabled family members who will own the home.
- Unless the family is elderly or disabled, the family must meet the Federal minimum employment requirement: At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance. HUD regulations define “full-time employment” as not less than an average of 30 hours/week. * A family member is considered to be continuously employed even if that family has experienced a break in employment, provided that the break in employment:
 - Did not exceed 7 calendar days; and
 - Did not occur within the 6 month period immediately prior to the family’s request to utilize the homeownership option; and
 - Has been the only break in employment within the past 12 calendar months.
 - Any family member who has previously defaulted on a mortgage obtained

7.0	<p>through the homeownership option is barred from receiving future homeownership assistance.</p> <p>The CHRA will impose the following additional initial requirements:</p> <ul style="list-style-type: none"> • The family has had no family-caused violations of HUD's Quality Standards within the past 12 months. • The family has not committed any serious or repeated violations of a PHA-assisted lease within the previous 12 months. • FSS participation is not required; however, if applications exceed the maximum number allowed, FSS will be given preference. • The family must have a current Housing Choice Voucher that can be converted to a Homeownership Voucher. <p>e. Project-based Vouchers</p> <p>Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Required reports are included as following attachments:</p> <ul style="list-style-type: none"> ▪ 2012 Capital Fund Program Annual Statement - attachment nm002a01 ▪ 2011 Performance and Evaluation Report - attachment nm002c01 ▪ 2010 Performance and Evaluation Report - attachment nm002d01 ▪ 2009 Performance and Evaluation Report – attachment nm002e01
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>Required report is included as following attachment:</p> <ul style="list-style-type: none"> ▪ FY 2012 Capital Fund Program 5 Year Action Plan - attachment nm002b01
8.3	<p>Capital Fund Financing Program (CFFP). <i>N/A</i></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact”. NOT APPLICABLE – PHA IS HIGH PERFORMER</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. NOT APPLICABLE – PHA IS HIGH PERFORMER</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested. NOT APPLICABLE – PHA IS HIGH PERFORMER</p> <p>(a) Progress in Meeting Mission and Goals. PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: <u>Standard and Troubled PHAs complete annually</u> Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. PHA must provide the definition of “significant amendment” and “substantial deviation/modification”. (Note: <u>Standard and Troubled PHAs complete annually</u>; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)</p> <p>(c) PHA’s must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance.</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p style="text-align: center;">Items a-e above provided as attachment nm002f01</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p style="text-align: center;">Provided as attachment nm002f01</p> <p>(g) Challenged Elements – NO CHALLENGED ELEMENTS</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p style="text-align: center;">Provided as attachments nm002a01, nm002c01, nm002d01 and nm002e01.</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p style="text-align: center;">Provided as attachment nm002b01</p>
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Attachment: nm002a01

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011


Part I: Summary					
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-12 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2012 FFY of Grant Approval: 2012	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00			
3	1408 Management Improvements	5,000.00			
4	1410 Administration	18,089.00			
5	1411 Audit	1,000.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	21,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	1,500.00			
10	1460 Dwelling Structures	130,000.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	3,108.00			
13	1475 Nondwelling Equipment	1,182.00			
14	1485 Demolition	0.00			
15	1492 Moving to Work Demonstration	0.00			
16	1495.1 Relocation Costs	0.00			
17	1499 Development Activities 4	0.00			

- 1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Page __1__ of __3__

Annual Statement /Performance and Evaluation Report
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<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00			
18b	9000 Collateralization or Debt Service paid Via System of Direct	-			
	Payment	0.00			
19	1502 Contingency (may not exceed 8% of Line 20)	0.00			
20	Amount of Annual Grant (sums of lines 2-19)	\$180,879.00			
21	Amount of Line 20 Related to LBP Activities	0.00			
22	Amount of Line 20 Related to Section 504 Compliance	0.00			
23	Amount of Line 20 Related to Security - Soft Costs	0.00			
24	Amount of Line 20 Related to Security - Hard Costs	0.00			
25	Amount of Line 20 Related to Energy Conservation Measures	15,000.00			
Signature of Executive Director		Date		Signature of Public Housing Director	
		3/9/2012			

- 1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Page 2 of 3

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-12 Replacement Housing Factor Grant No: CFFP (Yes/No) No Date of CFFP:					Federal FFY of Grant: 2012	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PIC No. NM002000001				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA-Wide	Management Improvements:							
	Staff Development Total 1408	1408	1	5,000.00				
				\$5,000.00				
HA-Wide	Administration:							
	Partial Salaries and Benefits Total 1410	1410	1	18,089.00				
				\$18,089.00				
HA-Wide	Audit:							
	Capital Fund Part of Audit Total 1411	1411	1	\$1,000.00				
HA-Wide	Fees & Costs: (A&E Services) Total 1430	1430		\$21,000.00				
HA-Wide	Site Improvements:							
HA-Wide	Replace Driveways and Sidewalks	1450	1	1,500.00				
	Total 1450			\$1,500.00				
	Dwelling Structures:							
HA-Wide	Replace Exterior Doors	1460	1 unit	1,500.00				
HA-Wide	Remodel Bathrooms	1460	20 units	80,000.00				
HA-Wide	Replace Kitchen Cabinets	1460	8 units	35,000.00				
HA-Wide	Evaporative Coolers	1460	32 ea	13,500.00				
	Total 1460			\$130,000.00				
HA-Wide	Non-Dwelling Structures: Total 1470	1470	1	\$3,108.00				
	New Carpeting and tile							
	Non-Dwelling Equipment:							
HA-Wide	Tools, maintenance/office equipment	1475	1	1,182.00				
	Total 1475			\$1,182.00				
	TOTAL 2012 CAPITAL FUNDS GRANT			\$180,879.00				

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

Attachment: nm002b01

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

Part I: Summary

PHA Name/Number Clovis Housing and Redevelopment Agency, Inc. - NM002			Locality (City/County& State) Clovis / Curry Co. / New Mexico		<input checked="checked" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____	
A.	Development Number and Name PIC No. NM002000001	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY <u>2013</u>	Work Statement for Year 3 FFY <u>2014</u>	Work Statement for Year 4 FFY <u>2015</u>	Work Statement for Year 5 FFY <u>2016</u>
B.	Physical Improvements	Annual	-	-	-	-
	Subtotal	Statement	131,500.00	131,500.00	131,500.00	131,500.00
C.	Management Improvements		5,000.00	5,000.00	5,000.00	5,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		-	-	-	-
			4,290.00	4,290.00	4,290.00	4,290.00
E.	Administration		18,089.00	18,089.00	18,089.00	18,089.00
F.	Other		22,000.00	22,000.00	22,000.00	22,000.00
G.	Operations		0.00	0.00	0.00	0.00
H.	Demolition		0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing - Debt Service		-	-	-	-
			0.00	0.00	0.00	0.00
K.	Total CFP Funds		\$180,879.00	\$180,879.00	\$180,879.00	\$180,879.00
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00
M.	Grand Total		\$180,879.00	\$180,879.00	\$180,879.00	\$180,879.00

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing

Expires: 4/30/2011

Part II: Supporting Pages - Physical Needs Work Statement(s)

Work Statement for Year 1 FFY _2012_	Work Statement for Year <u>2</u> FFY <u>2013</u>			Work Statement for Year <u>3</u> FFY <u>2014</u>		
	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost
See	NM002000001			NM002000001		
Annual	HA-Wide (2-1 & 2-2)			HA-Wide (2-1 & 2-2)		
Statement	Physical Improvements:			Physical Improvements:		
	Replace driveways	1	1,500.00	Replace driveways	1	1,500.00
	Evaporative coolers	32	13,500.00	Evaporative coolers	32	13,500.00
	Replace kitchen cabinets	8	35,000.00	Replace kitchen cabinets	8	35,000.00
	Remodel Bathrooms	20	80,000.00	Remodel Bathrooms	20	80,000.00
	Replace exterior doors	1	1,500.00	Replace exterior doors	1	1,500.00
	Total Physical HA-Wide		\$131,500.00	Total Physical HA-Wide		\$131,500.00
	Total - Non-Dwelling HA-Wide	1	\$3,108.00	Total - Non-Dwelling HA-Wide	1	\$3,108.00
	Year 2013	Subtotal	\$134,608.00	Year 2014	Subtotal	\$134,608.00

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing

Expires: 4/30/2011

Part II: Supporting Pages - Physical Needs Work Statement(s)

Work Statement for Year 1 FFY _2012_	Work Statement for Year <u>4</u> FFY <u>2015</u>			Work Statement for Year <u>5</u> FFY <u>2016</u>		
	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost
See	NM002000001			NM002000001		
Annual	HA-Wide (2-1 & 2-2)			HA-Wide (2-1 & 2-2)		
Statement	Physical Improvements:			Physical Improvements:		
	Replace driveways	1	1,500.00	Replace driveways	1	1,500.00
	Evaporative coolers	32	13,500.00	Evaporative coolers	32	13,500.00
	Replace kitchen cabinets	8	35,000.00	Replace kitchen cabinets	8	35,000.00
	Remodel Bathrooms	20	80,000.00	Remodel Bathrooms	20	80,000.00
	Replace exterior doors	1	1,500.00	Replace exterior doors	1	1,500.00
	Total Physical HA-Wide		\$131,500.00	Total Physical HA-Wide		\$131,500.00
	Total - Non-Dwelling HA-Wide	1	\$3,108.00	Total - Non-Dwelling HA-Wide	1	\$3,108.00
	Year 2015	Subtotal	\$134,608.00	Year 2016	Subtotal	\$134,608.00

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing

Expires: 4/30/2011

Part III: Supporting Pages - Management Needs Work Statement(s)				
Work Statement for Year 1 FFY _2012_ See Annual Statement	Work Statement for Year <u>2</u> FFY <u>2013</u>		Work Statement for Year <u>3</u> FFY <u>2014</u>	
	Development Number/Name General Description of Major Work Items	Estimated Cost	Development Number/Name General Description of Major Work Items	Estimated Cost
	NM002000001		NM002000001	
	PHA - Wide		PHA - Wide	
	Operations:	\$0.00	Operations:	\$0.00
	Management Improvements:		Management Improvements:	
	Staff development/ training	\$5,000.00	Staff development/ training	\$5,000.00
	Administration:	\$18,089.00	Administration:	\$18,089.00
	Audit Cost	\$1,000.00	Audit Cost	\$1,000.00
	Fees and Costs (Other): A&E	\$21,000.00	Fees and Costs (Other): A&E	\$21,000.00
	Non-Dwelling Equipment:		Non-Dwelling Equipment:	
	Office Furniture - Desks	1,182.00	Office Furniture - Desks	1,182.00
	Tools and Equipment	0.00	Tools and Equipment	0.00
	Total Non-Dwelling Equipment	\$1,182.00	Total Non-Dwelling Equipment	\$1,182.00
	Year 2013 Subtotal	\$46,271.00	Year 2013 Subtotal	\$46,271.00

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing

Expires: 4/30/2011

Part III: Supporting Pages - Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2012 See Annual Statement	Work Statement for Year <u>4</u> FFY <u>2015</u>		Work Statement for Year <u>5</u> FFY <u>2016</u>	
	Development Number/Name General Description of Major Work Items	Estimated Cost	Development Number/Name General Description of Major Work Items	Estimated Cost
	NM002000001		NM002000001	
	PHA - Wide		PHA - Wide	
	Operations:	\$0.00	Operations:	\$0.00
	Management Improvements:		Management Improvements:	
	Staff development/ training	\$5,000.00	Staff development/ training	\$5,000.00
	Administration:	\$18,089.00	Administration:	\$18,089.00
	Audit Cost	\$1,000.00	Audit Cost	\$1,000.00
	Fees and Costs (Other): A&E	\$21,000.00	Fees and Costs (Other): A&E	\$21,000.00
	Non-Dwelling Equipment:		Non-Dwelling Equipment:	
	Office Furniture - Desks	1,182.00	Office Furniture - Desks	1,182.00
	Tools and Equipment	0.00	Tools and Equipment	0.00
	Total Non-Dwelling Equipment	\$1,182.00	Total Non-Dwelling Equipment	\$1,182.00
	Year 2015 Subtotal	\$46,271.00	Year 2016 Subtotal	\$46,271.00

Attachment: nm002c01

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-11 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2011 FFY of Grant Approval: 2011	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/11 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00		0.00	0.00
3	1408 Management Improvements	9,372.00		0.00	0.00
4	1410 Administration	20,541.00		20,458.10	0.00
5	1411 Audit	1,000.00		1,000.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	24,000.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	1,500.00		0.00	0.00
10	1460 Dwelling Structures	146,000.00		38,541.90	38,541.90
11	1465.1 Dwelling Equipment-Nonexpendable	1,000.00		0.00	0.00
12	1470 Nondwelling Structures	1,000.00		0.00	0.00
13	1475 Nondwelling Equipment	1,000.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1492 Moving to Work Demonstration	0.00		0.00	0.00
16	1495.1 Relocation Costs	0.00		0.00	0.00
17	1499 Development Activities 4	0.00		0.00	0.00

- 1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Page __1__ of __3__

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-11 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2011 FFY of Grant Approval: 2011	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/11 <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00		0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	-		-	-
		0.00		0.00	0.00
19	1502 Contingency (may not exceed 8% of Line 20)	0.00		0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	\$205,413.00		\$60,000.00	\$38,541.90
21	Amount of Line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	0.00		0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00		0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	62,770.00		0.00	0.00
Signature of Executive Director <i>Charlotte M. J. [Signature]</i>		Date <i>3/9/2012</i>		Signature of Public Housing Director Date	

- 1 To be completed for the Performance and Evaluation Report
2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
4 RHF funds shall be included here.

Page 2 of 3

form HUD-50075.1 (4/2008)

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-11 Replacement Housing Factor Grant No: CFFP (Yes/No) No Date of CFFP:						Federal FFY of Grant: 2011
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PIC No. NM002000001				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA-Wide	Management Improvements:							
	Staff Development Total 1408	1408	1	9,372.00		0.00	0.00	
				\$9,372.00		\$0.00	\$0.00	0%
HA-Wide	Administration:							
	Partial Salaries and Benefits Total 1410	1410	1	20,541.00		20,458.10	0.00	
				\$20,541.00		\$20,458.10	\$0.00	0%
HA-Wide	Audit:							
	Capital Fund Part of Audit Total 1411	1411	1	\$1,000.00		\$1,000.00	\$0.00	0%
HA-Wide	Fees & Costs: (A&E Services) Total 1430	1430		\$24,000.00		\$0.00	\$0.00	0%
HA-Wide	Site Improvements:							
HA-Wide	Replace Driveways and Sidewalks	1450	10	1,500.00		0.00	0.00	
	Total 1450			\$1,500.00		\$0.00	\$0.00	0%
	Dwelling Structures:							
HA-Wide	Replace Roofs	1460	13	60,000.00		34,562.09	34,562.09	
HA-Wide	Replace Exterior Doors	1460	1	1,000.00		0.00	0.00	
HA-Wide	Paint Trim	1460	2	1,000.00		0.00	0.00	
DEV 2-1	2-Story Bathrooms	1460	2	18,000.00		0.00	0.00	
DEV 2-2	Remodel Bathrooms	1460	8	36,000.00		3,979.81	3,979.81	
DEV 2-2	Kitchen Cabinets	1460	8	25,000.00		0.00	0.00	
DEV 2-2	Interior Doors closet	1460	3	1,000.00		0.00	0.00	
HA-Wide	Evaporative Coolers	1460	10	4,000.00		0.00	0.00	
	Total 1460			\$146,000.00		\$38,541.90	\$38,541.90	26%
	Dwelling Equipment:							
HA-Wide	New Ranges and Refrigerators	1465	2	1,000.00		0.00	0.00	
	Total 1465			\$1,000.00		\$0.00	\$0.00	0%
HA-Wide	Non-Dwelling Structures: Total 1470	1470	1	\$1,000.00		\$0.00	\$0.00	0%
	New Carpeting and tile							
	Non-Dwelling Equipment:							
HA-Wide	Tools, maintenance/office equipment	1475	1	1,000.00		0.00	0.00	
	Total 1475			\$1,000.00		\$0.00	\$0.00	0%
	TOTAL 2011 CAPITAL FUNDS GRANT			\$205,413.00		\$60,000.00	\$38,541.90	19%

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Attachment: nm002d01

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

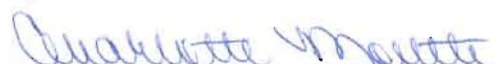
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-10 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/11		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00	0.00	0.00	0.00
3	1408 Management Improvements	10,000.00	10,000.00	10,000.00	3,618.07
4	1410 Administration	24,100.00	24,100.00	24,100.00	0.00
5	1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	30,000.00	33,086.12	33,086.12	33,086.12
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	8,000.00	7,129.25	7,129.25	7,129.25
10	1460 Dwelling Structures	131,937.00	131,937.00	131,937.00	131,937.00
11	1465.1 Dwelling Equipment-Nonexpendable	3,568.00	3,384.00	3,384.00	3,384.00
12	1470 Nondwelling Structures	6,500.00	6,500.00	6,500.00	6,500.00
13	1475 Nondwelling Equipment	26,000.00	23,968.63	23,968.63	23,968.63
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00

- 1 To be completed for the Performance and Evaluation Report
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 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
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Page __1__ of __3__

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No. NM02P002501-10 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/11 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct	-	-	-	-
	Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	\$241,105.00	\$241,105.00	\$241,105.00	\$210,623.07
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	15,000.00	15,000.00	15,000.00	15,000.00
Signature of Executive Director		Date		Signature of Public Housing Director	
		3/9/2012			

- 1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Page __2__ of __3__

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-10 Replacement Housing Factor Grant No: CFFP (Yes/No) No Date of CFFP:						Federal FFY of Grant: 2010	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
PIC No. NM002000001				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
HA-Wide	Management Improvements:								
	Staff Development Total 1408	1408	1	10,000.00	10,000.00	10,000.00	3,618.07		
				\$10,000.00	\$10,000.00	\$10,000.00	\$3,618.07	36%	
HA-Wide	Administration:								
	Partial Salaries and Benefits Total 1410	1410	1	24,100.00	24,100.00	24,100.00	0.00		
				\$24,100.00	\$24,100.00	\$24,100.00	\$0.00	0%	
HA-Wide	Audit:								
	Capital Fund Part of Audit Total 1411	1411	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	
HA-Wide	Fees & Costs: (A&E Services) Total 1430	1430		\$30,000.00	\$33,086.12	\$33,086.12	\$33,086.12	100%	
HA-Wide	Site Improvements:								
HA-Wide	Replace Driveways and Sidewalks	1450	4	5,000.00	7,129.25	7,129.25	7,129.25		
HA-Wide	Electrical Upgrade	1450	4	3,000.00	0.00	0.00	0.00		
	Total 1450			\$8,000.00	\$7,129.25	\$7,129.25	\$7,129.25	100%	
	Dwelling Structures:								
HA-Wide	Evaporative Coolers	1460	5	10,000.00	2,250.72	2,250.72	2,250.72		
HA-Wide	Replace Roofs	1460	5	45,000.00	33,980.00	33,980.00	33,980.00		
HA-Wide	Replace Kitchen Cabinets	1460	6	30,000.00	39,436.03	39,436.03	39,436.03		
HA-Wide	Remodel Bathrooms 2-story units	1460	6	46,937.00	53,458.56	53,458.56	53,458.56		
HA-Wide	Replace Doors	1460	2	0.00	2,230.85	2,230.85	2,230.85		
HA-Wide	Stucco Buildings	1460	1	0.00	580.84	580.84	580.84		
	Total 1460			\$131,937.00	\$131,937.00	\$131,937.00	\$131,937.00	100%	
	Dwelling Equipment:								
HA-Wide	New Ranges and Refrigerators	1465	9	3,568.00	3,384.00	3,384.00	3,384.00		
	Total 1465			\$3,568.00	\$3,384.00	\$3,384.00	\$3,384.00	100%	
HA-Wide	Non-Dwelling Structures:								
	Heating A/C Unit - Office Total 1470	1470	1	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	100%	
	Non-Dwelling Equipment:								
HA-Wide	Fax Machine and Security Equipment	1475	1	1,000.00	760.62	760.62	760.62		
HA-Wide	New Pickup Truck	1475	1	25,000.00	23,208.01	23,208.01	23,208.01		
	Total 1475			\$26,000.00	\$23,968.63	\$23,968.63	\$23,968.63	100%	
	TOTAL 2010 CAPITAL FUNDS GRANT			\$241,105.00	\$241,105.00	\$241,105.00	\$210,623.07	87%	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Attachment: nm002e01

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing

OMB No. 2577-0226

Expires 4/30/2011

Part I: Summary					
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-09 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2009 FFY of Grant Approval: 2009	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/11 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00	0.00	0.00	0.00
3	1408 Management Improvements	5,000.00	604.69	604.69	604.69
4	1410 Administration	24,500.00	24,500.00	24,500.00	24,500.00
5	1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	30,000.00	4,745.77	4,745.77	4,745.77
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	9,000.00	38,872.48	38,872.48	38,872.48
10	1460 Dwelling Structures	165,683.00	165,810.52	165,810.52	165,810.52
11	1465.1 Dwelling Equipment-Nonexpendable	3,385.00	3,385.00	3,385.00	3,385.00
12	1470 Nondwelling Structures	2,000.00	2,000.00	2,000.00	2,000.00
13	1475 Nondwelling Equipment	4,000.00	3,649.54	3,649.54	3,649.54
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00

1 To be completed for the Performance and Evaluation Report




2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.

4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-09 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2009 FFY of Grant Approval: 2009	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/11		<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-	-
		0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	\$244,568.00	\$244,568.00	\$244,568.00	\$244,568.00
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	15,000.00	15,000.00	15,000.00	15,000.00
Signature of Executive Director		Date		Signature of Public Housing Director	
					

- 1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Page 2 of 3

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages									
PHA Name: Clovis Housing and Redevelopment Agency, Inc.		Grant Type and Number: Capital Fund Program No: NM02P002501-09 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No Date of CFFP: _____						Federal FFY of Grant: 2009	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
PIC No. NM002000001				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
HA-Wide	Management Improvements:								
	Staff Development Total 1408	1408	1	5,000.00	604.69	604.69	604.69		
				\$5,000.00	\$604.69	\$604.69	\$604.69	100%	
HA-Wide	Administration:								
	Partial Salaries and Benefits Total 1410	1410	1	24,500.00	24,500.00	24,500.00	24,500.00		
				\$24,500.00	\$24,500.00	\$24,500.00	\$24,500.00	100%	
HA-Wide	Audit:								
	Capital Fund Part of Audit Total 1411	1411	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	
HA-Wide	Fees & Costs: (A&E Services) Total 1430	1430	1	\$30,000.00	\$4,745.77	\$4,745.77	\$4,745.77	100%	
HA-Wide	Site Improvements:								
HA-Wide	Replace Driveways and Sidewalks	1450	4	5,000.00	35,344.43	35,344.43	35,344.43		
HA-Wide	Electrical Upgrade-Trim trees under power lines-Emergency	1450	4	4,000.00	3,528.05	3,528.05	3,528.05		
	Total 1450			\$9,000.00	\$38,872.48	\$38,872.48	\$38,872.48	100%	
	Dwelling Structures:								
HA-Wide	Evaporative Coolers	1460	10	5,000.00	9,170.46	9,170.46	9,170.46		
DEV 2-1	Painting Trim	1460	2	2,000.00	2,308.31	2,308.31	2,308.31		
DEV 2-1	Stucco Two-Story Units	1460	2	20,000.00	9,298.40	9,298.40	9,298.40		
DEV 2-1	Replace Doors	1460	8	10,000.00	4,559.66	4,559.66	4,559.66		
DEV 2-1	Replace Roofing	1460	8	67,000.00	41,852.94	41,852.94	41,852.94		
HA-Wide	Replace Kitchen Cabinets	1460	8	28,000.00	27,013.84	27,013.84	27,013.84		
DEV 2-1	Remodel Bathrooms - 2-story units	1460	5	33,683.00	71,606.91	71,606.91	71,606.91		
	Total 1460			\$165,683.00	\$165,810.52	\$165,810.52	\$165,810.52	100%	
	Dwelling Equipment:								
HA-Wide	Ranges and Refrigerators Total 1465	1465	8	\$3,385.00	\$3,385.00	\$3,385.00	\$3,385.00	100%	
HA-Wide	Non-Dwelling Structures: Total 1470	1470	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	100%	
	Non-Dwelling Equipment:								
HA-Wide	Tools and Equipment	1475	1	2,000.00	0.00	0.00	0.00		
HA-Wide	Office Furniture	1475	2	2,000.00	3,649.54	3,649.54	3,649.54		
	Total 1475			\$4,000.00	\$3,649.54	\$3,649.54	\$3,649.54	100%	
	TOTAL 2009 CAPITAL FUNDS GRANT			\$244,568.00	\$244,568.00	\$244,568.00	\$244,568.00	100%	

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

Attachment: nm002f01
Clovis Housing and Redevelopment Agency
Resident Advisory Board Consultation Process and Comments – FYB 2012

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board
February 1, 2012

2. Resident Advisory Board Selection

Selection made from resident/participant response **February 15, 2012**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan
February 13, 2012

Notify Resident Advisory Board of scheduled meeting **February 15, 2012**

Hold Resident Advisory Board meeting **February 22, 2012**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **January 20, 2012**

Notify Resident Advisory Board **January 20, 2012**

Hold Public Hearing meeting **March 9, 2012**

5. Documentation of resident recommendations and PHA's response to recommendations

There were no comments/recommendations regarding the PHA Plan.

Attachment: nm002g01
Clovis Housing and Redevelopment Agency
Certifications for FY 2012 Annual PHA Plan

Form HUD-50077: PHA Certifications of Compliance with PHA Plans and
Related Regulations

Form HUD-50070: Certification for a Drug-Free Workplace

Form SF-LLL: Disclosure of Lobbying Activities

Form HUD-50071: Certification of Payments to Influence Federal Transactions

Form HUD-50077-CR: Civil Rights Certification

Form HUD 5077-SL: Certification by State or Local Office of PHA Consistency
with the Consolidated Plan from:

**PHA Certifications of Compliance
with PHA Plans and Related
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Resolution #120301

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning 07/01/2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Clovis Housing and Redevelopment Agency, Inc.

NM00200000

PHA Name

PHA Number/HA Code

☐ + 5-Year PHA Plan for Fiscal Years 2013 - 2016

☒ X Annual PHA Plan for Fiscal Years 2012

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

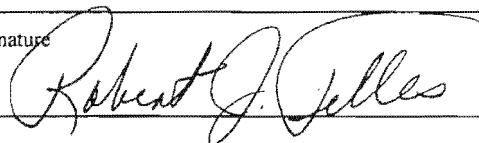
Name of Authorized Official

Robert J. Telles

Title

Chairman, Board of Commissioners

Signature



Date

3/23/2012

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Clovis Housing and Redevelopment Agency, Inc.

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Grand Avenue I - 2101 W Grand Avenue, Clovis, NM 88101

Grand Avenue II - Aspen and Pinon, Clovis, NM 88101

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

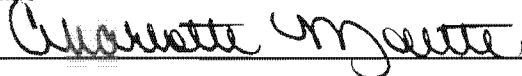
Name of Authorized Official

Charlotte Molette

Title

Executive Director

Signature

X 

Date

March 9, 2012

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 3			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: HUD/Housing Authority of the City of Clovis, NM			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Charlotte Molette</u> Print Name: <u>Charlotte Molette</u> Title: <u>Executive Director</u> Telephone No.: <u>(575) 769-7902 ext 11</u> Date: <u>03/09/2012</u>		
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 01/31/2014)

Applicant Name

Clovis Housing and Redevelopment Agency, Inc.

Program/Activity Receiving Federal Grant Funding

PHA/IHA Owned Rental Housing

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Charlotte Molette

Title

Executive Director

Signature

Date (mm/dd/yyyy)

03/09/2012

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 08/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Clovis Housing & Redevelopment Agency, Inc
PHA Name

NM00200000/NM002
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official
Robert J. Telles

Title Chairman, Board of Commissioners

Signature

Date

3/30/12

Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB# 2577-0226
Expires 08/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Rose Baca-Quesada, Interim Director of Community Development of the New Mexico Mortgage Finance Authority certify that the Five Year and Annual PHA Plan of the Clovis Housing & Redevelopment Agency, Inc. is consistent with the Consolidated Plan of the State of New Mexico prepared pursuant to 24 CFR Part 91.

Rose Baca-Quesada 2/22/12

Signed / Dated by Appropriate State or Local Official